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ABSTRACT

This bibliography describes 47 materials available for computer-assisted instruction in business education. The materials are suitable for use by regular, disadvantaged, and handicapped students, and by students whose facility in English is limited. Materials are useful for developing tests, testing, reviewing, and vocabulary. Materials for inclusion in the bibliography were located through the Florida Educational Information Service (FEIS), which conducted searches of the Vocational Education Curriculum Materials (VECM) database on Bibliographic Retrieval Service (BRS). For each entry, information is provided on title, date developed, system required, content, and availability (supplier, price, format). Materials suitable for the following areas of business education are included: accounting, keyboarding, typewriting, bookkeeping, data entry, clerical, and data processing. (KC)

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Microcomputer Programs for Business Education Occupations

A Bibliography

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Microcomputer Programs for Business Education Occupations

A Bibliography

State of Florida
Department of Education
Tallahassee, Florida
Betty Castor, Commissioner
Affirmative action/equal opportunity employer

Division of Vocational, Adult, and Community Education

April 1988

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Introduction

This bibliography describes materials available for computer-assisted instruction. These materials are suitable for use by regular, disadvantaged, and handicapped students and by students whose facility in English is limited; these materials may be used for developing tests, testing, reviewing, and vocabulary.

Included are materials suitable for the following areas of business education: accounting, keyboarding, typewriting, bookkeeping, data entry, file clerk, and data processing.

Materials for inclusion in this bibliography were located through Florida Educational Information Service (FEIS). FEIS conducted searches of computerized information retrieval systems (specifically the VECM—Vocational Education Curriculum Materials—database on BSR—Bibliographic Retrieval Service).

FEIS is sponsored by the Florida Division of Vocational, Adult, and Community Education and is located in the Center for Instructional Development and Services, Florida State University.

For additional search information, contact Florida Educational Information Service, The Center for Instructional Development and Services, 2003 Apalachee Parkway, Suite 301, Tallahassee, FL 32301-4829, (800) 428-1194.

Notes for reading an entry. The records in this bibliography have been reproduced as written by database developers. No further editing of the texts was done.

TITLE: ***Accounting Applications for the Microcomputer.***

DATE: 1983

ANNOTATION: Requires 2 disk drives, 1 printer. This courseware package, including 4 disks and a workbook, is correlated with the Accounting Clerk Practice Set. Order numbers: practice set (CC 07-049197-6); Apple disks (CC 07-025739-6); TRS-80 disks (CC 07-025738-8); workbook (CC 07-0025736-1).

SYS REQ: Microcomputer Program; TRS-80 III, Apple II with Applesoft, II + , 32K Memory; RAM; 1.3 DOS TRS-80; 3.3 Apple II + ; 4 Disks; 5 1/4 Inch Size.

AVAILABILITY: Sale $7.95 practice set; $175.00 for disks; $7.95 workbook. Computer Marketing Services S-1, McGraw-Hill Book Company, Princeton-Hightstown Road, Hightstown, NJ 08520. 800-437-3715 or (609) 426-5000.

TITLE: ***Accounting Courseware: Accounting Principles.***

DATE: 1984

ANNOTATION: This program clarifies the information flow in the accounting cycle and introduces use of an Electronic Data Processing system. Apple (CC 07-059066-4), TRS-80 (CC 07-059077-X).

SYS REQ: Microcomputer Program; TRS-80 III, Apple IIe, 48K Memory; Apple; 1 Disk; 5 1/4 Inch Size.

AVAILABILITY: Sale $16.95. Computer Marketing Services S-1, McGraw-Hill Book Company, Princeton-Hightstown Road, Hightstown, NJ 08520. 800-437-3715 or (609) 426-5000.

TITLE: ***Accounting Tutorial.***

DATE: 1985

ANNOTATION: This program provides practice exercises and drills that reinforce basic accounting concepts. The five units include: Starting an Accounting System; Analyzing Transactions; Cash Journals; 6-Column Worksheet and Financial Statements; and Closing the Ledger. This software package will work well with any basic accounting text. Order number B196-3 for TRS-80; B197-3 for Apple; B198-1 for IBM; B19 for Workbook; B19M for Teacher Guide.

SYS REQ: Microcomputer Program; Apple II + , IIe; 48K Memory; IBM PC; 64K Memory; TRS-80 III and IV; 48K Memory; 1 Disk; 5 1/4 Inch Size.

AVAILABILITY: Sale $59.50; $2.75 Workbook. South-Western Publishing Company, 5101 Madison Road, Cincinnati, OH 45227. (800) 543-7672.

TITLE: ***Accounting. Vocational Mathematics Competency Tests.***

DATE: 1984

ANNOTATION: One of thirteen programs in the Vocational Mathematics Competency Testing Program. They are designed to determine occupationally related mathematics skills in specific vocational areas. The tests may be administered and scored using a microcomputer or they may be administered from paper-pencil versions and scored using a microcomputer. These programs may be used in education or industry to aid in determining a trainee's chances of success and in designing programs to meet the individual needs of the trainees. Order 840501.

SYS REQ: Microcomputer Program; Apple II + , IIe; 48K Memory; 1 Disk Drive; 3 Disks.

AVAILABILITY: Sale $295.00; $354.00 with back-up. Statewide Teaching Aids, PO Box 8241, Alexandria, LA 71306-1241. (318) 445-2572.

TITLE: ***Advanced Typing Tutor.***

DATE: 1984

ANNOTATION: This program challenges the best typist to achieve ultimate words-per-minute speeds. A companion program to Typing Tutor. Order number 98946B.

SYS REQ: Microcomputer Program; TRS-80 III; 1 Disk; 5 1/4 Inch Size.

AVAILABILITY: Sale $34.95. EMC Publishing, Changing Times Education Service, 300 York Avenue, Saint Paul, MN 55101. (800) 328-1452.

TITLE: ***Alphabetic Indexing Rules: Application by Computer.***

DATE: 1984

ANNOTATION: Students apply their skills in alphabetizing through a variety of exercises. Order numbers: text (K64), TRS-80 diskette (K646-3), Apple diskette (K647-3), TRS-80 network diskette (K646-4), IBM diskette (K648-1), teacher's manual (K64M).

SYS REQ: Microcomputer Program; TRS-80 III; IV; Apple II + ; IIe; IBM PC; 48K Memory; 1 Disk.

AVAILABILITY: Sale $3.50 text, $59.50 diskette, $250.00 for network diskette. Teacher manual is free. South-Western Publishing Company, 5101 Madison Road, Cincinnati, OH 45227. (808) 543-7672.

TITLE: ***Alphabetic Keyboarding.***

DATE: 1984

ANNOTATION: Includes punctuation, skill-building drills, and feedback tactics. Order numbers: TRS-80 (Z026-3), Apple (Z027-3), IBM (Z028-1), TRS-80 network diskettes (7026-4). A shift-key adapter is required to run Apple programs.

SYS REQ: Microcomputer Program; TRS-80 III; IV; Apple II + , IIe; IBM PC; 2 Disks; 5 1/4 Inch Size.

AVAILABILITY: Sale $89.50 diskettes, $395.00 for network diskettes. South-Western Publishing Company, 5101 Madison Road, Cincinnati, OH 45227. (800) 543-7672.

TITLE: ***Bank Street Filer.***

DATE: 1985

ANNOTATION: A place for everything and everything in its place—that's what you'll get with this data management and electronic filing system. Students can quickly store information, find specific items, sort data and print out what they want. They can add to and revise the information in the file without messy erasures, and the structure of the file can be changed without losing data. On-screen instructions, simple menus and a tutorial program make the Bank Street Filer a snap to learn and easy to use. Both 40- and 80-column displays are available. Order 4F-107AD (Apple II), 4F-207AD (Apple IIe/IIc).

SYS REQ: Microcomputer Program; Apple II; 64K Memory; 1 Disk; 5 1/4 Inch Size; Apple IIe, IIc; 128K Memory; 1 Disk; 5 1/4 Inch Size.

AVAILABILITY: Sale $69.95. Opportunities for Learning, Inc., 20417 Nordhoff St., Dept. RB, Chatsworth, CA 91311. (818) 341-2535.

TITLE ***Bank Teller. The Boss: Business and Office Microcomputer Job Simulator Series.***

DATE 1983

ANNOTATION The Boss is a series of hands-on simulations of eleven careers of the 80's. Bank Teller program shows students about money and paper handling job tasks performed in banks. Bill recognition, check identification and verification, and accuracy are stressed. Simulations allow the student to count opening cash, cash deposits, cash withdrawals, split deposits, and balance daily accounts. Order number CZ401AA for Apple II; CZ401EE for Apple IIe; CZ401TT for TRS-80 III.

SYS REQ Microcomputer Program; Apple II, IIe; TRS-80 Model III

AVAILABILITY Sale $119.00 with Back-Up. Career Aids, Incorporated. 20417 Nordhoff Street, Department K65 Chatsworth, CA 91311. (818) 341-8200

TITLE ***Basic Keyboarding and Typewriting Applications.***

DATE 1984

ANNOTATION This courseware package is correlated with the textbooks Basic Keyboarding and Century 21 Typewriting, 3rd Edition. A 4-disk version covers microcomputer keyboarding. A 2-disk version covers alphabetic keyboarding. Order numbers T37 (Basic keyboarding text), T50 (Century 21 text), Z016-3 (TRS-80 4 disk set), Z017-3 (Apple 4 disk set), Z017-4C (Corvus 5 disk set), Z016-4 (TRS-80 4 disk network set), Z018-1 (IBM 4 disk set), Z026-3 (TRS-80 2 disk set), Z027-3 (Apple 2 disk set), Z028-1 (IBM 2 disk set), Z026-4 (TRS-80 2 disk network set).

SYS REQ Microcomputer Program; Apple; TRS-80; IBM

AVAILABILITY Sale. Write or call for current prices. South-Western Publishing Company. 5101 Madison Road. Cincinnati, OH 45227. (800) 543-7672

TITLE ***Basic Programming.***

DATE 1982

ANNOTATION Consists of ten units of instruction with emphasis on hands-on activities using the microcomputer. It can be used with Radio Shack TRS 80, Apple, Commodore, PET, or IBM PC. It is an excellent teaching tool for secondary, post-secondary, and adult education.

SYS REQ Microcomputer Programs; TRS 80, Apple, Commodore, PET, IBM PC

AVAILABILITY Sale. Write for current price. ED 223 829. Sales Department—Mid-America Vocational Curriculum Consortium. 1500 West Seventh Avenue Stillwater, OK 74074. (405) 377-2000 Ext 401, 378, 416

TITLE ***Bookkeeper. The Boss: Business and Office Microcomputer Job Simulator Series.***

DATE 1983

ANNOTATION The Boss is a series of hands-on simulations of eleven careers of the 80's. Bookkeeper program allows students to complete drills in the operation of a printing calculator, total employee time cards, and use the computer to: prepare a payroll register, enter data on employee earnings, print simulated payroll checks, prepare tax form 941, and complete a quarterly tax payment check. Order number CZ203AA for Apple II; CZ203EE for Apple IIe; CZ203TT for TRS-80 III.

SYS REQ Microcomputer Program; Apple II, IIe; TRS-80 Model III

AVAILABILITY Sale $95.00 with Back-Up. Career Aids, Incorporated. 20417 Nordhoff Street, Department K65 Chatsworth, CA 91311. (818) 341-8200

TITLE ***Business and Office Job Readiness Test.***

DATE 1983

ANNOTATION Is an effective way to measure students' work skills as they prepare to enter the job market. Ideal for: pre-employment testing, pre- and post-business testing, and progress testing. Results are accumulated in the computer and printed out on a hard-copy profile sheet, thus providing a concise performing readout for use when evaluating skills and performance. Order CZ750S Apple II or IIe; CZ750U TRS-80 III or 4; CZ750A IBM PC. Contains 1 data disk, 1 utility disk, 1 test disk with 22 tests.

SYS REQ Microcomputer Program; Apple II, IIe, 48K Memory; TRS-80 III or B&W, 32K Memory; IBM PC, 64K Memory; 3 Disks; 5 1/4 Inch Size

AVAILABILITY Sale $199.95. Career Aids, Incorporated. 20417 Nordhoff Street, Department K65 Chatsworth, CA 91311. (818) 341-8200

TITLE ***Business Education Package I.***

DATE 1980

ANNOTATION Package contains four useful programs, including Loan Amortization, Bank Reconciliation, Depreciation and Stock Market Simulation. Teaches how to invest in the stock market and basic financial record keeping. Order number MLW 1 B.

SYS REQ Microcomputer Program; Apple, Commodore PET, TRS, Commodore 64, IBM

AVAILABILITY Sale $45.00 Cassette or Disk. American Micro Media. PO Box 306. Red Hook, NY 12571. (914) 758-5567

TITLE ***Business Education Package II.***

DATE 1980

ANNOTATION Four programs in accounting curriculum. Accounting I provides basic accounting concepts, and Accounting II introduces journals, ledgers, and financial statements. General Ledger is a complete simulation of computerized accounting. Annuities is a program that calculates yield on investments given several variables. Order number MLW 2 B.

SYS REQ Microcomputer Program; TRS-80 III

AVAILABILITY Sale $45.00 Cassette or Disk. American Micro Media. PO Box 306. Red Hook, NY 12571. (914) 758-5567

TITLE ***Business Education Package III.***

DATE 1980

ANNOTATION Package offers complete, sophisticated computerized general ledger system. Comes with an established chart of accounts and account balances. The student can open new accounts, delete accounts, make journal entries, print a trial balance, print an income statement or balance sheet, and more. Requires an 80-column printer for Disk only. Order number MLW 3 B.

SYS REQ Microcomputer Program; Apple II, II +, IIe, TRS-80 III, IBM PC

AVAILABILITY Sale $45.00 Cassette or Disk. American Micro Media. PO Box 306. Red Hook, NY 12571. (914) 758-5567

TITLE: ***Career Exploration. The Boss: Business and Office Microcomputer Job Simulator Series.***

DATE: 1983

ANNOTATION: The Boss is a series of hands-on simulations of eleven careers of the 80's. Career Exploration is a computer literacy course which gives instructions for the use of the other programs in the series. It is recommended that this program be used before any of the others in the series. This program is free when you order six or more of the others. Order number CZCEAA for Apple II; CZCEEE for Apple IIe; CZCETT for TRS-80 III.

SYS REQ: Microcomputer Program; Apple II; IIe; TRS-80 Model III.

AVAILABILITY: Sale $79.95 with Back-Up. Career Aids, Incorporated. 20417 Nordhoff Street, Department K65. Chatsworth, CA 91311. (818) 341-8200.

TITLE: ***Cashier. The Boss: Business and Office Microcomputer Job Simulator Series.***

DATE: 1983

ANNOTATION: The Boss is a series of hands-on simulations of eleven careers of the 80's. Cashier program introduces students to the work tasks of a retail cashier. The student learns to count money and to place it properly in a cash drawer. Opening and closing a cash drawer for the day and the completion of necessary work forms are shown. Order number CZ208AA for Apple II; CZ208EE for Apple IIe; CZ208TT for TRS-80 III.

SYS REQ: Microcomputer Program; Apple II; IIe; TRS-80 Model III.

AVAILABILITY: Sale $119.00 with Back-Up. Career Aids, Incorporated. 20417 Nordhoff Street, Department K65. Chatsworth, CA 91311. (818) 341-8200.

TITLE: ***Change Maker.***

DATE: 1983

ANNOTATION: Program provides practice in making change. The student is given an amount of purchase (less than $100), the amount of payment, and asked to make change. If the change is incorrect, the student may try again or learn what the correct change should be. If the change is correct, but not efficient, the student may then choose to see the more efficient amount alongside the change indicated. Order MW2256 Apple II or IIe; MW2257 TRS-80 Model III or 4; MW2261 PET; MW2263 Commodore 64.

SYS REQ: Microcomputer Program; Apple II; IIe; TRS-80 Model III or 4; PET; 8K Memory; Commodore 64; 1 Disk; 5 1/4 Inch Size.

AVAILABILITY: Sale $25.00. Career Aids, Incorporated. 20417 Nordhoff Street, Department K65. Chatsworth, CA 91311. (818) 341-8200.

TITLE: ***Client Billing Manager. Business Applications.***

DATE: 1984

ANNOTATION: One of five programs available in the Business Applications Series. Program gives users the help they need in areas often vital to success. Each program saves time by handling quickly—and accurately—what takes hours or days manually. IBMPC-CC07-067020-X; TRS-80-CC07-067008-0; Apple-CFO-CC07-066996-1.

SYS REQ: Microcomputer Program; IBM PC; TRS-80 III; Apple II; II+; IIe; 1 Disk; 5 1/4 Inch Size; 1 Disk Drive.

AVAILABILITY: Sale $49.95. McGraw-Hill Book Company, Computer Marketing Services S-1. Princeton-Hightstown Road. Hightstown, NJ 08520. (800) 437-3715.

TITLE: ***Computerized Inventory Procedures.***

DATE: 1986

ANNOTATION: Students develop their understanding of inventory terminology and concepts, the importance of sound inventory management, and common inventory methods. Included is a program and extra disk space for any inventory which students might want to develop for added experience or actual use. An 80-column card is required on the IBM PCjr. Order Number(s): S04, Text-Workbook; S046-3, TRS-80 (Individual); S046-3D, TRS-80 (Driver); S047-3, Apple (Individual); S047-3D Apple (Driver); S048-1, IBM PC and PCjr (Individual); S048-1D, IBM PC and Tandy 1000 (Driver); S04M Teachers Manual.

SYS REQ: Microcomputer Program; TRS-80 III + B&W; 48K Memory; 2 Disks; 5 1/4 Inch Size; Color; Apple II Plus, IIe, IIc; 48K Memory; 2 Disks; 5 1/4 Inch Size; Color; IBM PC +, PCjr; 128K Memory; 1 Film, 2.0, 2 Film, 3.0 DOS; 2 Disks; 5 1/4 Inch Size; Color; Tandy 1000; 256K Memory; 2.11 DOS; 2 Disks; 5 1/4 Inch Size.

AVAILABILITY: Sale $42.50, TRS 80 (Individual), Apple, IBM PC and PCjr; $62.50, TRS 80 (Driver), Apple, IBM PC and Tandy 1000; $8.50, Text-Workbook and Teachers Manual. South-Western Publishing Company. 5101 Madison Road. Cincinnati, OH 45227. (513) 271-8811, Ohio (800) 543-7672.

TITLE: ***Computerized Payroll Procedures.***

DATE: 1984

ANNOTATION: This program contains two simulations: Thick 'N' Cheesy Pizza and Hitech Personal Stereos. As employees, students handle typical payroll accounting transactions for several pay periods, gaining experience in processing several different methods of employee compensation. The two simulations require about 25 hours of class time to complete. Order number B18 for Text-Workbook; B186-3 for TRS-80 Diskette; B186-3D for TRS-80 Driver Diskette; B187-3 for Apple Diskette; B187-3D for Apple Driver Diskette; B188-1 for IBM Diskette; B188-1D for IBM Driver Diskette; B18M for Teacher Manual.

SYS REQ: Microcomputer Program; Apple II; II+; IIe; 48K Memory; TRS-80 III and IV; 48K Memory; IBM PC; 64K Memory; 1 Disk.

AVAILABILITY: Sale $42.50 Apple, IBM and TRS-80 Diskettes; $59.50 Apple, IBM and TRS-80 Driver Diskettes; $2.95 Text-Workbook. South-Western Publishing Company. 5101 Madison Road. Cincinnati, OH 45227. (800) 543-7672.

TITLE: ***Courseware Evaluation: Form and Guide for Vocational and Technical Education.***

DATE: 1984

ANNOTATION: Decision-making tool for conducting microcomputer courseware evaluations. The form consists of three parts—Part A: Description, Part B: Evaluation, and Part C: Summary. The Guide assists in the use of the Form. Order number SN 44.

AVAILABILITY: Sale $2.50. The National Center for Research in Vocational Education, Program Information Office. 1960 Kenny Road. Columbus, OH 43210. 800-848-4815 or (614) 486-3655.

TITLE ***Courseware Evaluation Form for Vocational and Technical Education.***

DATE 1984

ANNOTATION Decision-making tool for conducting microcomputer courseware evaluations. The form consists of three parts—Part A: Description, Part B: Evaluation, and Part C: Summary. Applewriter IIe is required to run the program.

SYS REQ Microcomputer Program; Apple IIe; 1 Disk; 5 1/4 Inch Size

AVAILABILITY Loan 2 weeks. Shirley A. Chase, The National Center for Vocational Education, 1960 Kenny Road, Columbus, OH 43210. 800-848-4815 or (614) 486-3655.

TITLE ***Customer Records Manager. Business Applications.***

DATE 1984

ANNOTATION One of five programs available in the Business Applications Series. Program gives users the help they need in areas often vital to success. Each program saves time by handling quickly—and accurately—what takes hours or days manually. IBMPC-CC07-067018-8; TRS-80-CC07-067006-4; Apple-CFO-CC07-066994-5.

SYS REQ Microcomputer Program; IBM PC; TRS-80 III; Apple II, II +, IIe; 1 Disk; 5 1/4 Inch Size; 1 Disk Drive.

AVAILABILITY Sale $49.95. McGraw-Hill Book Company, Computer Marketing Services S-1, Princeton-Hightstown Road, Hightstown, NJ 08520. (800) 437-3715.

TITLE ***Data Entry Activities for the Microcomputer.***

DATE 1983

ANNOTATION Helps your students acquire the kinds of skills needed to perform various jobs in data entry. Text-workbook helps students to develop dexterity and accuracy in keyboarding characters and numerals. Disk is used to help students practice these skills. Information is recorded, and the student receives feedback relating to the percentage of accuracy, types of errors made in entering data, and words per minute in recording the information. Results may be displayed on the computer screen or printed. A printer is required. Order SWJ057A Apple II or IIe; SWJ058B IBM PC; SWJ056T TRS-80 Model III.

SYS REQ Microcomputer Program; Apple II, IIe; IBM PC; TRS-80 Model III; 1 Disk; 5 1/4 Inch Size.

AVAILABILITY Sale $59.50. Career Aids, Incorporated, 20417 Nordhoff Street, Department K65, Chatsworth, CA 91311. (818) 341-8200.

TITLE ***Data Entry Job Skills.***

DATE 1983

ANNOTATION This program is designed to prepare your students to work in the data entry field. Complete with 10 skill options, the first 5 levels build as well as screen data entry skills. Levels 6–10 teach actual data entry job skills. The program is menu driven and requires a Clock Card. Order number ILDEJSA for Apple, ILDEJSB for Apple with Clock Card, ILDEJSC for TRS-80, ILDEJSD for TRS-80 with Clock Card.

SYS REQ Microcomputer Program; Apple II, IIe; TRS-80 III, 4; 48K Memory; 1 Disk; 5 1/4 Inch Size.

AVAILABILITY Sale $100.00; $250.00 with Clock Card. Career Aids, Incorporated, 20417 Nordhoff Avenue, Department Z98, Chatsworth, CA 91311. (818) 341-8200.

TITLE ***Data Preparation-Entry Clerk. The Boss: Business and Office Microcomputer Job Simulator Series.***

DATE 1983

ANNOTATION The Boss is a series of hands-on simulations of eleven careers of the 80's. Data Preparation-Entry Clerk program develops keypad entry skills. Job tasks simulated include: entry and verification of clerk data, credit card vouchers, insurance invoices, and utility payment cards. Simulates a typical computer terminal with input feedback and error messages. Order number CZ301AA for Apple II; CZ301EE for Apple IIe; CZ301TT for TRS-80 Model III.

SYS REQ Microcomputer Program; Apple II, IIe; TRS-80 Model III.

AVAILABILITY Sale $119.00 with Back-Up. Career Aids, Incorporated, 20417 Nordhoff Street, Department K65, Chatsworth, CA 91311. (818) 341-8200.

TITLE ***Duplicating Room Worker. Stepping Stones Series.***

DATE 1981

ANNOTATION One in a series of ten career awareness programs for intermediate level limited English students from junior high level to adults. These materials introduce students to the world of work and help students improve basic reading and language skills. Students read short books which focus on particular entry-level jobs. The books are written at a low third grade level and each page contains an illustration of the content. A picture dictionary is included at the end of each book. Each disk contains 11 lessons relating to career, comprehension, vocabulary, and language skills. Corrective feedback for lessons is presented in a job-oriented format. The computer keeps track of the student's responses and reports results.

SYS REQ Microcomputer Program; Apple II +, IIe, IIc; 48K Memory; 3.3 DOS; 1 Disk; 5 1/4 Inch Size.

AVAILABILITY Sale $30.00 disk; $5.00 teacher guide; $4.00 vocational reader; $670.00 for series (includes 10 disks, 10 teacher guides, and 10 vocational readers). CEEDE, The University of Iowa, N 345 Oakdale Hall, Oakdale, IA 52319. (319) 353-4200.

TITLE ***Educalc and Educalc Templates.***

DATE 1986

ANNOTATION An electronic spreadsheet tutorial designed specifically for beginners. Students create budgets, charts, schedules and tables using a spreadsheet of up to 26 columns by 99 rows. This self-paced program helps students learn the basics of entering numbers and formulas, defining constants, sorting information alphanumerically, and more. Educalc Templates, used with Educalc, let students input spreadsheet information for all curriculum areas. Also available is Docucalc, an oversized table of pre-printed spreadsheet forms. Order A9-400AD (Apple), A9-400CD (C64).

SYS REQ Microcomputer Program; Apple II, 48K Memory; 1 Disk; 5 1/4 Inch Size; Commodore 64; 64K Memory; 1 Disk; 5 1/4 Inch Size.

AVAILABILITY: Sale $64.95 for Educalc; $19.95 for Educalc Templates. Opportunities for Learning, Inc. 20417 Nordhoff St. Dept. RB. Chatsworth, CA 91311. (818) 341-2535.

TITLE: ***Exercises for the Microcomputer Using "Scripsit."***

DATE: 1983.

ANNOTATION: This manual was developed in an effort to prepare students for entry-level positions in the newer office environments where microcomputers are used.

AVAILABILITY: Loan 2 weeks. Librarian, Southeast Curriculum Coordination Network. PO Drawer DX. Mississippi State, MS 39762.

TITLE: ***File Clerk. The Boss: Business and Office Microcomputer Job Simulator Series.***

DATE: 1983.

ANNOTATION: The Boss is a series of hands-on simulations of eleven careers of the 80's. File Clerk program introduces students to work tasks of a file clerk, using the computer as an electronic indexing system. Students organize files alphabetically, numerically, and according to the Dewey Decimal System. Order number CZ210TT.

SYS REQ: Microcomputer Program; TRS-80 Model III.

AVAILABILITY: Sale $95.00 with Back-Up. Career Aids, Incorporated. 20417 Nordhoff Street, Department K65. Chatsworth, CA 91311. (818) 341-8200.

TITLE: ***Financial Cookbook.***

DATE: 1986.

ANNOTATION: This program is an excellent tool for covering all areas of personal finance. There are 32 "recipes" that answer a variety of complex questions. Once the student enters in the necessary data, the Cookbook analyzes savings, mortgage, and many other investment questions. Also available is a Text-Workbook (Financial Cookbook—A Consumer's Guide) designed to help teachers and students understand the capabilities of the software program. Order Number(s): H487-3, Apple; H488-1, IBM PC, IBM XT, IBM PCjr, COMPAQ and Tandy 1000; H489 6, Commodore 64; H48, Text-Workbook; H48M, Teacher's Manual.

SYS REQ: Microcomputer Program; Apple II Plus; II; IIe; and IIc, 64K Memory; 1 Disk; 5 1/4 Inch Size; IBM PC, IBM XT; IBM PCjr, 128K Memory; 1 Disk; 5 1/4 Inch Size; COMPAQ; COMPAQ Deskpro; 128K Memory; 1 Disk; 5 1/4 Inch Size; Tandy 1000; 256K; 1 Disk; 5 1/4 Inch Size; Commodore; 64K Memory; 1 Disk; 5 1/4 Inch Size.

AVAILABILITY: Sale $42.50 Disk; $5.00 Text-Workbook; Teacher's Manual. South-Western Publishing Company. 5101 Madison Road. Cincinnati, OH 45227. (513) 271-8811, Ohio (800) 543-7672.

TITLE: ***Friendly Filer: A Database Tutor.***

DATE: 1985.

ANNOTATION: A stimulating way for students to learn the basics of database management and data processing, the most widely used computer applications. Challenging questions are asked which the student answers by searching a built-in practice database. While creating, editing, adding to, saving and printing files, the pupil learns first-hand about database management. Order A9-200AD (Apple), A9-200CD (C64).

SYS REQ: Microcomputer Program; Apple II; 48K Memory; 1 Disk; 5 1/4 Inch Size; Commodore 64; 64K Memory; 1 Disk; 5 1/4 Inch Size.

AVAILABILITY: Sale $59.95. Opportunities for Learning, Inc. 20417 Nordhoff St. Dept. RB. Chatsworth, CA 91311. (818) 341-2535.

TITLE: ***General Finance. Computer Words at Work—General Terms.***

DATE: 1984.

ANNOTATION: One of two programs in the Computer Words at Work—General Terms Series. Includes three lessons which teach the vocabulary related to general finance. Order MW 92-23.

SYS REQ: Microcomputer Program; Apple II; II +; IIe; IIc.

AVAILABILITY: Sale $150.00. Southwest Tele-Computer Corporation. 5845 Gardner Highway. Alexandria, LA 71303. (318) 445-2572.

TITLE: ***General Secretary. The Boss: Business and Office Microcomputer Job Simulator Series.***

DATE: 1983.

ANNOTATION: The Boss is a series of hands-on simulations of eleven careers of the 80's. General Secretary program serves as a simulator, generating situations including: reception of visitors, response to telephone calls, and entering of documents dictated from an audiocassette and transcribed in shorthand or script. Order number CZ221AA for Apple II; CZ221EE for Apple IIe; CZ221TT for TRS-80 III.

SYS REQ: Microcomputer Program; Apple II; IIe; TRS-80 Model III.

AVAILABILITY: Sale $95.00 with Back-Up. Career Aids, Incorporated. 20417 Nordhoff Street, Department K65. Chatsworth, CA 91311. (818) 341-8200.

TITLE: ***Gregg Keyboard for Information Processing.***

DATE: 1982.

ANNOTATION: Increases productivity. Computer increases skills, highlights errors, and repeats lines as needed. Requires 1 disk and color or black-white monitor. Order numbers: Apple disks (CC 07-026109-1), TRS-80 disks (CC 07-026108-3).

SYS REQ: Microcomputer Program; TRS-80 III; Apple II with Applesoft; II +; 48K Memory; RAM; 1.3 DOS TRS-80; 3.3 Apple II +; 3 Disks; 5 1/4 Inch Size.

AVAILABILITY: Sale $200.00. Computer Marketing Services S-1, McGraw-Hill Book Company. Princeton-Hightstown Road. Hightstown, NJ 08520. 800-437-3715 or (609) 426-5000.

TITLE: ***Gregg Personal Keyboarding.***

DATE: 1984.

ANNOTATION: Tutorial program. Speeds reaction time. Includes a practice section. Order numbers: TRS-80 disk (CC 07-079993-8), Apple disk (CC 07-079994-6).

SYS REQ: Microcomputer Program; Apple II; TRS-80; 1 Disk; 5 1/4 Inch Size.

AVAILABILITY: Sale $36.70, Disk and Book. Computer Marketing Services S-1, McGraw-Hill Book Company. Princeton-Hightstown Road. Hightstown, NJ 08520. 800-437-3715 or (609) 426-5000.

TITLE: ***How Fast Can You Type Right?***

DATE: 1984

ANNOTATION: Improves keyboarding skills with sixteen sets of one minute, three minute, and five minute timed writing tests based on text from sixteen popular careers. The computer corrects typing and allows the user to try again for a better score.

SYS REQ: Microcomputer Program; IBM PC, PC jr, BASIC Language, 2.1 DOS, Color; Apple II, BASIC Language, 3.3 DOS, 1 Disk, 5 1/4 Inch Size; Commodore 64 PET, BASIC Language, 16K Memory, 1 Disk, 5 1/4 Inch Size, Color.

AVAILABILITY: Sale $39.95. Barron Enterprises, 714 Willow Glen Road, Santa Barbara, CA 93105. (805) 687-5873.

TITLE: ***Keyboarding.***

DATE: 1983.

ANNOTATION: This program is a series of twenty lessons which present a systematic and progressive approach to learning the keyboard. The system uses an alphabetical approach which has proven especially beneficial with slow or disadvantaged students. Order number CP-22000 for 5 Cassettes; number DK-22000 for 4 Diskettes with back-ups.

SYS REQ: Microcomputer Program; Apple, TRS-80.

AVAILABILITY: Sale $119.00 Cassettes; $149.00 Diskettes with Back-ups. Educational Activities, Incorporated, PO Box 392, Freeport, NY 11520. (800) 645-3739.

TITLE: ***Keyboard Tutor. The Boss: Business and Office Microcomputer Job Simulator Series.***

DATE: 1983.

ANNOTATION: The Boss is a series of hands-on simulations of eleven careers of the 80's. Keyboard Tutor program teaches universal keyboard use through drills utilizing words composed only of learned characters. Order number CZ200AA for Apple II; CZ200EE for Apple IIe; CZ200TT for TRS-80 III.

SYS REQ: Microcomputer Program; Apple II, IIe, TRS-80 Model III.

AVAILABILITY: Sale $99.00 with Back-Up. Career Aids, Incorporated, 20417 Nordhoff Street, Department K65, Chatsworth, CA 91311. (818) 341-8200.

TITLE: ***Keystrokes.***

DATE: 1984.

ANNOTATION: This program teaches and reinforces keyboarding skills for information entry. Order number 2-18766 for Apple; 2-18767 for IBM; 2-18765 for TRS-80; 2-18762 for Teacher's Guide.

SYS REQ: Microcomputer Program; Apple II, IBM PC, TRS-80 III, 4; 1 Disk, 5 1/4 Inch Size.

AVAILABILITY: Sale $39.00; $.84 Teacher Guide. Houghton Mifflin Company, 1900 South Batavia Avenue, Geneva, IL 60134. (312) 232-2550.

TITLE: ***Master Type.***

DATE: 1981.

ANNOTATION: Program teaches touch-typing with a bang, requiring the user to type a word in a box before missiles blow up the box. Missiles become faster and more accurate as the typist improves. Features 17 progressive tutorials, interactive guidance, problem diagnoses, automatic scoring, and control over speed and difficulty. Order number SBS 21 B for Apple, Atari and Commodore 64. Order number SBS 22 B for IBM PC.

SYS REQ: Microcomputer Program; Apple II, II +, IIe, Atari, Commodore 64, IBM PC.

AVAILABILITY: Sale $39.95 Cassette or Disk for Apple, Atari and Commodore 64; $49.95 Disk for IBM PC. American Micro Media, PO Box 306, Red Hook, NY 12571. (914) 758-5567.

TITLE: ***Microcomputer Accounting Applications.***

DATE: 1983.

ANNOTATION: Requires 1 disk drive, printer. Covers general ledger-financial reporting, accounts receivable, accounts payable, and payroll. Order numbers: Apple disks (CC 07-025816-3), TRS-80 disks (CC 07-025815-5), Text-Workbook (CC 07-025818-x), Teacher Manual with key (CC 07-025817-5).

SYS REQ: Microcomputer Program; TRS-80 III, Apple II with Applesoft, II +, 32K Memory, RAM Apple, 3.3 DOS Apple, 4 Disks, 5 1/4 Inch Size.

AVAILABILITY: Sale $175.00 disks; $5.96 text, $3.40 teacher manual with key. Computer Marketing Services S-1, McGraw-Hill Book Company, Princeton-Hightstown Road, Hightstown, NJ 08520. 800-437-3715 or (609) 426-5000.

TITLE: ***Microcomputer Activities for Office Procedures.***

DATE: 1984.

ANNOTATION: Includes records management, sorting routines, data entry, payroll processing, processing business forms, interest calculations, inventory management, checkbook management, and customer billing. Order numbers: text (K22), TRS-80 diskette (K226-3), Apple diskette (K227-3), teacher's manual (K22M).

SYS REQ: Microcomputer Program; 1 Disk.

AVAILABILITY: Sale $4.50 text, $59.50 diskette, $250.00 for network Diskette. Teacher manual is free. South-Western Publishing Company, 5101 Madison Road, Cincinnati, OH 45227. (800) 543-7672.

TITLE: ***Microcomputer Activities for Recordkeeping.***

DATE: 1984.

ANNOTATION: This program includes eight record keeping applications to train students for modern office electronic record keeping. Order number 2-33569 for Apple, 2-33572 for IBM, 2-33568 for TRS-80, 2-33560 for Workbook, 2-33562 for Teacher Guide. Correlated with "Recordkeeping: The Total Concept," but can be used with any record keeping textbook.

SYS REQ: Microcomputer Program; Apple II, IBM PC, TRS-80 III, 4; 2 Disks.

AVAILABILITY: Sale $70.20, $4.98 Workbook, $3.24 Teacher Guide. Houghton Mifflin Company, 1900 South Batavia Avenue, Geneva, IL 60134. (312) 232-2550.

TITLE: ***Microcomputer Applications in Vocational Education: Business, Marketing, and Management.***

DATE: 1983.

ANNOTATION: Series of programs include: critical path method, capital funding, inventory analysis, production method comparisons, income tax reduction, depreciation analysis, present future value, name and address processing, financial ratio analysis, comparative analysis purchase of auto return on

investment, expected value computations, job pricing-bidding, equipment purchase business forecasting, breakdown analysis, and lease-buy

SYS REQ Microcomputer Program: Apple II +, TRS-80 III, Commodore PET Basic Size: 48K Memory: 4040 Disk Drive: 1 to 3 Disks: 5 1/4 Inch Size

AVAILABILITY Sale Apple $6.25, TRS-80 $11.25, PET $6.25, printed documentation $2.00. Curriculum Publications Clearinghouse, Western Illinois University 46 Horrabin Hall Macomb, IL 61455 (309) 298-1917 or 800-322-3905 (IL only)

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